

TASK TRAYS

ABSTRACT OF THE DISCLOSURE

A method and apparatus of organizing a desk top is disclosed. A first tray includes a base with two walls extending upward. A tab extends out from the first wall, and is capable of having indicia disposed thereon. A support wall extends down from the base such that the base is disposed at an angle with respect to the desktop it is placed on, creating a high region and a low region. The upstanding walls extend from the low region. A file may be placed in the low region, then a second tray of similar shape may be placed on top of the first tray, the base of the second tray bearing down on the file retained in the first tray. A stack of files may be sorted and held accordingly.